

Safety Plan Form

IWS/SP# _____ Title: _____

1. **Quantities of Hazardous or Radioactive Materials and Equipment that Present a Hazard**—*To facilitate a proper hazard assessment of the planned work, list or describe the hazardous and/or radioactive materials and/or equipment that present a hazard and are planned for use. Include estimated quantities and storage locations as relevant to the hazard assessment. Listing chemicals in common groups (e.g., acids, bases, etc.) is acceptable. Substances having higher hazards (e.g., acutely toxic, carcinogenic, radioactive, beryllium, etc.) may require more explicit and detailed information. Contact your ES&H Team for further guidance. Note: No sensitive information may be included in this section without prior review by a sensitive subject reviewer.*
2. **Potential Accidents and Consequences**—*Identify potential accidents, as appropriate. If there were no controls, what would be the consequences?*
3. **Key ES&H Limits**—*Identify key ES&H limits such as:*
 - *Limits established to keep operations within the facility safety basis envelope or to retain compatibility with other nearby operations. In the case of hazardous or radioactive materials, describe the accounting method used to stay within these limits.*
 - *Operational exposure limits (e.g., Permissible Exposure Limits and Threshold Limit Values). Occupational exposure limits should be compared to conclusions from monitoring data or from estimates of exposure potential made by ES&H subject matter experts.*
 - *Hazardous energy limits, such as temperature, pressure, and voltage.*
4. **Hazards and Controls**—*Provide further details on the hazards and controls identified in the IWS as requiring a Safety Plan, noting how the hazards will be mitigated to ensure a safe work environment. Controls may include engineering controls (e.g., interlocks, alarms, shielding, etc.), administrative controls (e.g., procedures, signs), and personal protective equipment (e.g., gloves, lab coats, respirators, etc.). Use engineering controls, when needed and preferentially.*
5. **Maintenance, Inspections, and Quality Assurance**—*If maintenance, inspections, calibration, or quality assurance activities are necessary to maintain the required controls, this section should be completed. Identify the safety systems uniquely associated with the activity that must be operational for the work to be performed. Note the responsible individual is responsible for ensuring that all required maintenance of safety systems and equipment is conducted at the recommended frequencies and for maintaining the records on this maintenance.*
6. **Emergency Response Plans and Procedures**—*Describe any special actions to be taken in the event of an abnormal situation or accident to this operation. Discuss any preplanned actions required by any other group (e.g., Fire Department, Health Services, Hazards Control, Environmental Protection, or Plant Engineering). For operations and processes with significant adverse ES&H impacts, a "safe shutdown plan or procedure" must be written, posted, and available to emergency response personnel.*
7. **References**—*List any applicable FSPs, applicable Engineering Safety Notes, operating procedures, Safety Basis documents, etc.*